

Order Form for Printer Cartridge Recycling Labels

Updated Program Information – June 2009

The Printer Cartridge Recycling Program is still free and available to Virginia state agencies, but please follow these guidelines to ensure no charges.

Agencies have 2 options for recycling their printer cartridges:

- (1) Use interoffice mail to send cartridges to Surplus Warehouse and/or**
- (2) Use postage-paid mailing labels to send 30- pound minimum**

Instructions:

(1) Send cartridges by Interoffice Mail to Richmond Surplus Warehouse:

Boxed toner or ink jet cartridges go to address at the bottom of this page.

(2) Postage-paid labels for multiple cartridges packed together.

- See label order info below; vendor will send postage-paid mailing labels to you.
- Both laser and inkjet cartridges are accepted.
- You will need to supply the mailing box--any sturdy cardboard box is fine.
- You MUST send an average of 30 pounds of cartridges per mailing label/ box.

30 pounds equals 15 toner or 120 ink jet cartridges – or any combination of the 2. Cartridges do not need to be packed in original or individual boxes, however they must be wrapped in newspaper, bubble-wrap or something to protect the outer parts.

Use the mail carrier listed on the mailing label. As long as most of your cartridges are name-brand cartridges, you can send most types of cartridges.

How many Mailing Labels do you need for Laser Cartridge or Inkjet Cartridges?	QTY
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Date of Request :

Contact Name:

Agency:

Address:

Contact's Phone:

email:

TO SEND FORM: Please email this form to floyd.coburn@dgs.virginia.gov
OR fax to (804) 236-3663 OR mail to:

Printer Cartridge Recycling – Floyd Coburn
Va. Dept of General Services
1910 Darbytown Road, Richmond, Virginia 23231